



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Division of Contracting and Facilities
Management
Arlington, VA 22203

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FWS/CFM

SEP 29 2004

DIVISION OF CONTRACTING AND FACILITIES MANAGEMENT POLICY MEMORANDUM 04-23

To: Chiefs, Divisions of Contracting and General Services, Regions 1-7
Chief, Branch of Acquisition and Assistance Operations, Washington Office
Field Warranted Contracting Officers and All Purchase Card Holders

From: Chief, Division of Contracting and Facilities Management, and
Bureau Procurement Chief

Subject: Authorities and Limitations on Ordering Printing and Copying Services

This memorandum establishes new policy for acquiring printing and copying services. In accordance with Department of the Interior Acquisition Policy Regulation 2004-06 (attachment A), we have obtained Government Printing Office Waiver #99005 for urgent printing and copying orders that are needed within 48 hours or less. This waiver makes no distinction between "copying" and "duplicating," so to keep it simple, these terms mean the same thing and there are no separate standards for them. True "printing" services are also covered by this waiver.

For guidance to purchase printing and copying services, refer to appendix 1, "Using Our GPO Waiver #99005 to Obtain Small, Urgent Printing and Copying Services," appendix 2, "Simplified Chart of Ordering Options," and appendix 3, "Using GPO's Simplified Purchasing Agreements for Other Printing & Copying Services."

Regional Publication Coordinators are required to periodically report to the GPO on our use of the waiver. Thus, it is very important that all programs follow the guidance for printing and copying services. Individuals that refuse to comply with the rules of the waiver may cause the GPO to withdraw our waiver and subject us to the more restrictive rules of DIAPR 2004-06.

For additional information on this issue, please contact your Regional Publication Coordinator or Neil Ray, Procurement Analyst, at (703) 358-2285 or Neil_Ray@fws.gov. You may go to: http://sii.fws.gov/r9cgs/PDF/CFM_POLICY_LOG.pdf to obtain additional copies of this Policy Memorandum and attachments.

Attachments